8 September 1977

MEMORANDUM FOR: Chief, Recruitment and Placement Division,
Office of Personnel

VIA   :   Director of Personnel

STAT

FROM   :

Special Assistant to the DCI

SUBJECT   :   Recruitment Procedures

     1. During a recent meeting of the DCI with a student trainee group a question arose regarding the time involved to process a student trainee for full-time staff employment following graduation. Some trainees said that it could take as long as nine months. Others indicated that it was not unusual for them to receive no definitive word on their acceptance for employment until well after they graduated. The discussion then centered upon the recruitment process in general and the length of time required to complete the necessary actions.

     2. To provide the DCI with factual background on the recruitment process, both as it regards student trainees and normal accessions, request that two very succinct background papers be prepared which lay out for each the sequence of steps in the process, the average time to complete each step, and any rationale you consider necessary. Where changes are feasible which could shorten or simplify the process, these should be noted/explained. Your response would be appreciated by COB 9 September 1977.

STAT

STAT

cc:

STAT

Approved For Release 2004/05/24 : CIA-RDP80M00165A000300110061-3

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:			EXTENSION	NO.	
Special Assistant to the DCI				DATE 8 September 1977	STAT

STAT

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. Director of Personnel 5E58 Headquarters				
2.				
3. Chief, Recruitment and Placement Division/OP				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

FORM 610 USE PREVIOUS EDITIONS   ☐ SECRET   ☐ CONFIDENTIAL   ☐ INTERNAL USE ONLY   ☐ UNCLASSIFIED
3-62